

PUBLIC WORKS EMPLOYEE

Maintenance I

GENERAL DEFINITION OF POSITION:

This is a full-time (35+ hours per week) or part time hourly employee of the Town of Stephens City who serves in the public works department. This employee conducts operations, upkeep and maintenance of town property, projects, utility work and town sponsored events.

Work is performed on a regular schedule under the supervision of the Town Manager or his designee.

PUBLIC WORKS DUTIES:

Helps to keep the Stephens City municipal buildings and grounds including parks, streets and sidewalks in good condition by:

- Regular mowing operations
- Repair and paint buildings, fences and playground equipment
- Snow and ice removal of sidewalks
- Town streets not in the VDOT system
- Helps with snow removal of VDOT maintained streets when necessary
- Performs routine maintenance of town vehicles and equipment and keeps records of such
- Helps to keep a running inventory of maintenance and water & sewer supplies
- Reports to the manager of any problems, defects or public property or water and sewer system defects, vandalism or other conditions of concern
- Performs routine inspections of town property and water and sewer system, including fire hydrants
- Turn water meters on and off for customers, for non-payment or emergencies
- Have the ability to read water meters and meter reading apparatus.
- Collects water/sewer samples for laboratory analysis
- Performs inspections of water/sewer connections and lines
- Performs janitorial services at town office and other town facilities
- Helps to supervise inmates from regional jail as part of work force when required
- Any other duties as assigned

OTHER DUTIES:

The Maintenance I employee must be willing to be **on-call** and report to work on off duty hours as assigned or needed and must be willing to work at town sponsored events with compensation as approved by the Town Manager. The employee must be willing to become certified with traffic control.

KNOWLEDGE, SKILLS, EDUCATION AND OTHER REQUIREMENT:

The employee must have a valid Virginia driver's license and be over eighteen years old. The employee should have any combination of education and experience equivalent to graduation from high school. The employee should have a basic knowledge of plumbing, carpentry and electrical skills and have the ability to operate various types of vehicles and equipment.

The employee must be willing to work from heights and enclosed areas such as manholes using proper safety equipment and methods.

The employee must have a good knowledge of applicable safety precautions and be able to understand and follow oral and written instructions accurately and in a timely manner.

The employee must be able to communicate in English and establish and maintain effective working relationships with the general public and fellow employees.

The employee must be able to walk and stand while performing manual tasks for extended periods of time and be able to lift and carry 75 pounds or more. The employee must be able to perform physical work using hand tools for digging, shoveling and lifting.